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29 August 1957

MEMORANDUM FOR: Director of Training
FROM : Chief, Plans and Policy
SUBJECT : Weekly Activities Report

A. COMPLETED PROJECTS

1. Summary Statement of OTR Accomplishments and Objectives
FY 1957-58

At the request of the Chief, Support Staff, completed draft statement of the OTR accomplishments and objectives to accompany our budget presentation.

2. Agency Reserve Training Program

Arrangements were completed for the first seven inactive duty training periods of the FY 58 reserve training program. In addition, one lesson plan was drafted and five lesson plans reviewed for use in later stages of the program.

3. CIA Briefing of the National War College

a. The program for the briefing was delivered to the Office of the Commandant, National War College, on 27 August.

b. Proposal was made to the A/DCI that he invite the Commandant, NWC, and his three Deputies to luncheon on the day of the CIA presentation to the National War College. The proposal included a guest list and a letter of invitation.

c. Biographic sketches for use by the Director of Training in introducing the principal speakers were completed for the IG, the DD/I, and the DD/P. Similar speech for the DDCI is in preparation.

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SUBJECT: Weekly Activities Report #35

B. PROJECTS IN PROCESS

1. Analysis of DD/P Operational Programs

The final report regarding the operational emphasis in DD/P is being compiled for the information and guidance of School and Staff Chiefs of OTR.

C. MEETINGS ATTENDED

1. DD/S Staff Meeting

a. The Deputy Director, Support, requested that the Office of Training provide him with memoranda of record in every instance where OTR has either taken some action to reduce its personnel ceiling or wherever the Office of Training has absorbed an additional function without increase in ceiling. The purpose behind Colonel White's request is to insure that he is kept informed in each case where either of the above mentioned actions have been taken. In reporting such actions, he wants to know how many bodies of professional and clerical personnel are involved. Memoranda of this nature should be prepared for all actions taken subsequent to 1 July 1957.

b. In reporting on activities of the Office of Training to the DD/S, interest was expressed in the status of the Agency's off-duty-hours language training program. It was requested that an article on this subject slanted toward the interest of returning overseas personnel should be prepared to assist them in planning for taking advantage of such programs upon their return to headquarters. A memorandum to this effect was sent to Chief, LAS on 27 August.

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At a meeting of representatives of a foreign division it was learned that the division is now initiating the necessary steps for the reassignment of the second member of the team to an overseas post.

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